

**CALIFORNIA HIGH-SPEED RAIL AUTHORITY  
DUTY STATEMENT**

**PARF #46-8-078**

<b>CLASSIFICATION TITLE</b> Staff Services Analyst	<b>OFFICE/BRANCH</b> Administration/Contracts and Procurement	<b>LOCATION</b> Sacramento
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b> 311-001-5157-807	<b>EFFECTIVE DATE</b> 4/26/17

As a valued member of the California High-Speed Rail Authority's (Authority) team, you make it possible for the Authority to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. The Authority is a performance-driven, transparent, and accountable organization that values its people, resources, and partners, and meets new challenges through leadership, innovation, and teamwork.

**GENERAL STATEMENT:**

Under the direction and general supervision of the Authority's Contracts and Procurement Branch's (CPB) management team, the incumbent will provide analytical support for the contract services activities of the Authority, and perform full entry-level analytical duties. The incumbent will serve as an analyst ensuring that work completed on a daily basis is in accordance with the latest procurement and contract best practices, laws, rules, and regulations.

Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M)	Job Description
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| 30% (E) | <ul style="list-style-type: none"><li>Assists in developing, reviewing, analyzing, writing and processing the services contracts for the Authority utilizing competitive bid processes, including, but not limited to, advertising and receiving proposals, monitoring selection process, facilitating proposal and presentation reviews, notifying bidders of selection committee's decision, securing contractor's signature, securing internal approvals, preparing transmittal, and monitoring process through department and control agencies as appropriate to final approval and execution.</li><li>Assists in developing, reviewing, analyzing, writing and processing Purchase Orders and contracts for IT and Non-IT Goods and Services.</li><li>Assist with preparing, writing, editing, reviewing, and analyzing contract and funding documents in order to execute contracts between contractors and the State by using and completing standard forms, specifications and bid documents. Obtains required signatures from contractors and Authority staff to fully execute contracts. Distributes copies of fully executed contracts to contractors and appropriate Authority staff.</li><li>Analyzes work products to evaluate and obtain the appropriate approvals and documentation required and assists with analyzing and providing final review of</li></ul> |
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contracts requiring approval by the Authority's Board.

- Analyzes work products to evaluate and obtain the appropriate approvals and documentation required. Accomplishes tasks in accordance with all applicable statutes, policies, and procedures by reviewing and evaluating contracts to ensure conformance with the provisions of the Government Code, Civil Code, Business and Profession Code, State Administrative Manual, Departmental policy, and other State and federal laws affecting contract administration.
- 30% (E)
- Assists with creating accurate and timely entries into required databases, including FI\$Cal. Ensures all required documents are retained as necessary for required reports and post-audit review. Prepares weekly status reports on work in progress and assists in timely preparation of mandatory statistical and audit reports for external distribution and web posting.
- 15% (E)
- Works with customers individually and in task teams to review pertinent data and ensure the requested services are performed in accordance with State, federal, and departmental laws, policies, standards, and controls.
  - Makes recommendations to improve CPB processes or resolve administrative and program-related problems. Reviews and analyzes proposed legislation and advises management on the impact or potential impact.
  - Assists with developing and preparing contract strategies, post Request for Proposal (RFP) and Request for Qualifications (RFQ) on FI\$Cal. Meets with Authority staff on sensitive and/or complex contracts to provide information regarding legal requirements and limitations when developing contracts.
  - Assists with organizing and developing new contract administration procedures, forms and management information systems.
- 10% (E)
- Acts as backup to other analysts.
  - Acts as a peer reviewer, and reviewing drafts to ensure compliance with applicable State and federal laws, and State and departmental policies.
  - Assists with coordinating the timely preparation of contract materials, advertising, contract submittals, and approvals.
- 10% (E)
- Assists with researching and gathering statistical data for preparation of mandated reports for executive staff, control agencies, the legislature and other state agencies.
  - Assists with formatting and submitting reports to executive staff for review and approval and track corrective actions.
  - Assists with conducting research/studies for the Authority concerning management of its internal operations by utilizing numerous analytical techniques including extracting, compiling, and evaluating data and develops alternative solutions.
- 5% (M)
- Performs special assignments as assigned.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

### **SPECIAL PERSONAL CHARACTERISTICS**

The incumbent should have a willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles, and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

### **DESIRABLE QUALIFICATIONS:**

- Familiar with use of State Contracting Manuals, Public Contract Code, and State Administrative Manual.
- Knowledgeable about policies and procedures in order to provide advice and make recommendations to staff regarding contract terms and conditions.
- Familiar with the BCP process to ensure sufficient resources for future contracts.
- Ability to read, understand and apply law, rules, policy and procedures including those found in the Government Code, Public Contract Code, State Contract Manual, State Administrative Manual, Streets and Highway code, applicable federal regulations, and applicable regulations of Authority and the various control agencies such as the Department of General Services (DGS) and the State Personnel Board.
- Ability to act as a team or conference leader.
- High level of analytical and interpersonal skill.
- Ability to analyze routine problems and recommend an effective course of action.
- Ability to speak and write effectively and perform with some degree of independence.
- Ability to make presentations and competently represent the Authority.
- Capability of working with personal computers and an aptitude for learning various software programs. Keyboard use will be approximately 75% of the time.
- Ability to establish and maintain cooperative working relationships with managers, employees, and contractors.
- Able to exercise good judgement.
- Able to prepare and present findings and make recommendations on specific problems.

### **SUPERVISION EXERCISED OVER OTHERS:**

This position does not supervise; however at times incumbent may perform a lead-worker role.

### **PUBLIC AND INTERNAL CONTACTS:**

The incumbent works individually and in task teams to advise Authority managers and customers regarding CPB processes. In addition, the incumbent is in frequent contact with all levels of Authority and DGS staff and staff of other state agencies. Interaction with persons outside of the general work setting can involve Authority Board members, local, state, and federal officials and the general public and may be extensive and sensitive.

### **CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:**

Errors in judgment or failure to carry out the responsibilities of this position could result in placing the Authority in violation of constitutional and statutory constraints in the use of resources and exceeding of established expenditure ceilings. Inappropriate use of bond funds could cause the Authority to be in violation of the US Internal Revenue Service (IRS) Rules for utilizing bond proceeds and require the Authority to pay a penalty fee to the IRS. Errors or omissions could result in violations of statutory requirements, causing audit citations or lawsuits against the State by private contractors or labor unions. Poor judgement could result in delays in completion of the Authority's or other agency programs and loss of public trust.

### **PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:**

Employee must be able to focus for long periods of time, multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent will be required to use a computer, mouse, and video display terminal and will be required to sit for long periods of time at a computer screen. Employee must develop and maintain cooperative working relationships and display respect for others in all contact opportunities.

### **WORK ENVIRONMENT:**

Employee will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Employees may be required to travel outside of their workstation to perform general tasks.

*I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Name of Employee: \_\_\_\_\_

Signature:	Date:
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*I have discussed the duties with and provided a copy of this duty statement to the employee named above.*

Name of Supervisor \_\_\_\_\_

Signature:	Date:
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